

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PM-2266

For: FSA National Office and RMA Employees (Except Kansas City)

**FY 2001 Annual Performance Appraisals for
FSA National Office and RMA Employees Under Pass/Fail Rating System**

Approved by: Deputy Administrator, Management



1 Overview

**A
Purpose**

This notice:

- provides employees and supervisors with information needed to complete and submit the annual performance appraisal for the rating period ending September 30, 2001, by October 31, 2001
- reminds employees and supervisors that:
 - performance elements and standards shall be established within 30 calendar days of an employee's assignment to a position
 - an employee must serve under elements and standards in the current position for **90 calendar days** or more before supervisors complete the employee's performance appraisal.

**B
Changes in
Positions,
Assignments, or
Supervisors**

New or amended performance elements and standards must be in place within 30 calendar days after an employee has been given a new position or assignment.

When an employee works under different supervisors during the designated appraisal period, each supervisor of 90 calendar days or more shall document the employee's accomplishments and prepare a summary rating. The summary rating should be forwarded to the employee's current supervisor for appropriate consideration in preparing the employee's **rating of record**.

Disposal Date

March 1, 2002

Distribution

All FSA National Office and RMA employees (except Kansas City)

2 Supervisor Action

A Reviewing Performance

Supervisors shall review employee performance by:

- ensuring that the employee has served under elements and standards in their current position for **90 calendar days** or more
- comparing the employee's performance of each element with the standards established on AD-2000
- if necessary, obtaining written documentation of the employee's performance under a previous position if:
 - the employee is on detail for 120 calendar days or more
 - a change in supervisor occurs and the employee works under a new supervisor for 90 calendar days or more
 - the employee changes positions and serves in the new position for 90 calendar days or more
 - the employee transfers outside FAS, FSA, or RMA.

Note: The former supervisor should provide a copy of AD-2000 to the employee's new supervisor.

B Accountability for AD-2000

Supervisors shall ensure that:

- employees are informed of the overall Agency mission and objective, and employee's duties and responsibilities
 - employee participates in developing performance work plans
 - employee has written work plans that identify critical elements and expected levels of performance
 - at least 2 performance reviews are conducted and documented
 - the employee's performance rating is completed by evaluating and documenting the employee's actual accomplishments, then determining a summary level of "Results Achieved" or "Results Not Achieved"
 - AD-2000 contains required signatures and dates.
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Continued on the next page

2 Supervisor Action (Continued)

C

Providing Additional Documentation

Under the 2-level appraisal system, provide written comments **if** an employee receives a "Results Not Achieved" performance rating.

Note: The documentation shall be attached to AD-2000 and must be signed by the rating official and the reviewing official before employee signs.

3 Completing AD-2000

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Supervisor and Employee Action

Supervisors and employees shall:

- ensure that item 11 reflects that the employee has served under the elements
 - sign and date in item 12
 - ensure that corrections and changes are initialed by rating official.
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4 Distributing AD-2000

A

Distribution

Supervisors shall distribute the completed performance appraisal according to this table.

Step	Action
1	Forward the original, completed copies of AD-2000 to the following servicing personnel office by October 31, 2001 : HRD, Performance Management, Benefits, and Awards Branch, STOP 0595.
2	Provide the employee with a copy of AD-2000.
3	Retain a copy of AD-2000 for the supervisor's file.

5 Unratable Employees

A Rating Requirements

To be rated, an employee **must** have:

- elements and standards established on AD-2000
- been under signed elements and standards for at least **90 calendar days**.

Note: If the employee disagrees with elements and standards and refuses to sign them, the supervisor should note this in the employee's signature block on AD-2000.

6 Additional Information

A Contacts

If there are questions about rating employees, supervisors may contact HRD, Performance Management, Benefits, and Awards Branch, HRD at 202-418-8973 or TTY 202-418-9116.

B Filing Grievances

Nonbargaining unit employees must grieve their performance appraisals under the Agency grievance procedure. Bargaining unit employees must use the negotiated grievance procedure.
